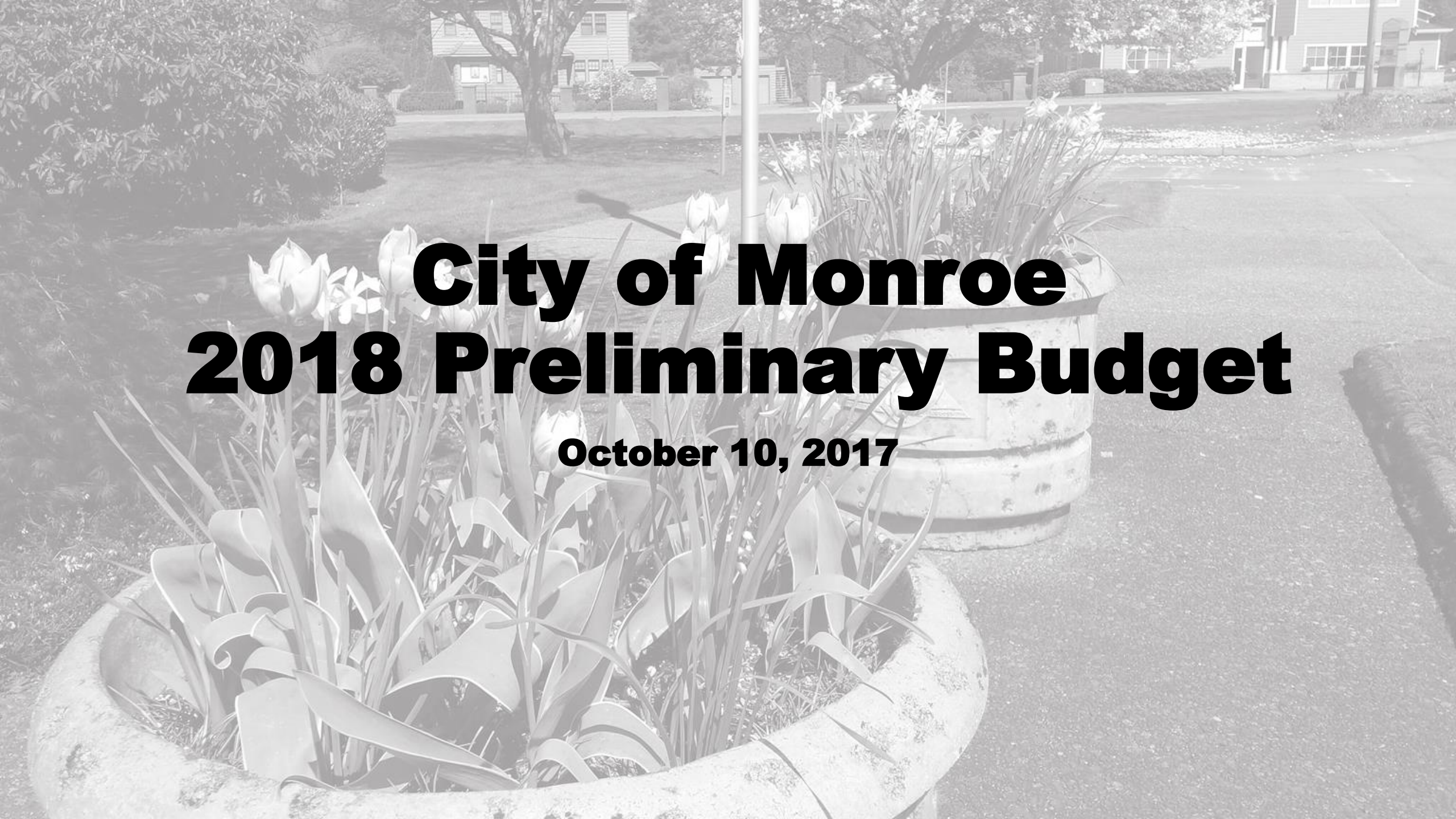


City of Monroe
2018 Preliminary Budget

October 10, 2017

Overview

Preliminary Budget built around making the City:

- **Safer**
- **Stronger**
- **Smarter**
- **Strategic**

(Mayor's Message page 1)

Safer

- Increase the number of patrol officers

  budget includes one new police position

- Fund part-time social worker

  coordination with the County

- Continue code enforcement

- Update emergency management plans

Stronger

- Match one-time revenues with one-time expenditures
- Form Economic Development Advisory Board
- Expand tourism promotion and marketing
- Build business recruitment, retention, and growth

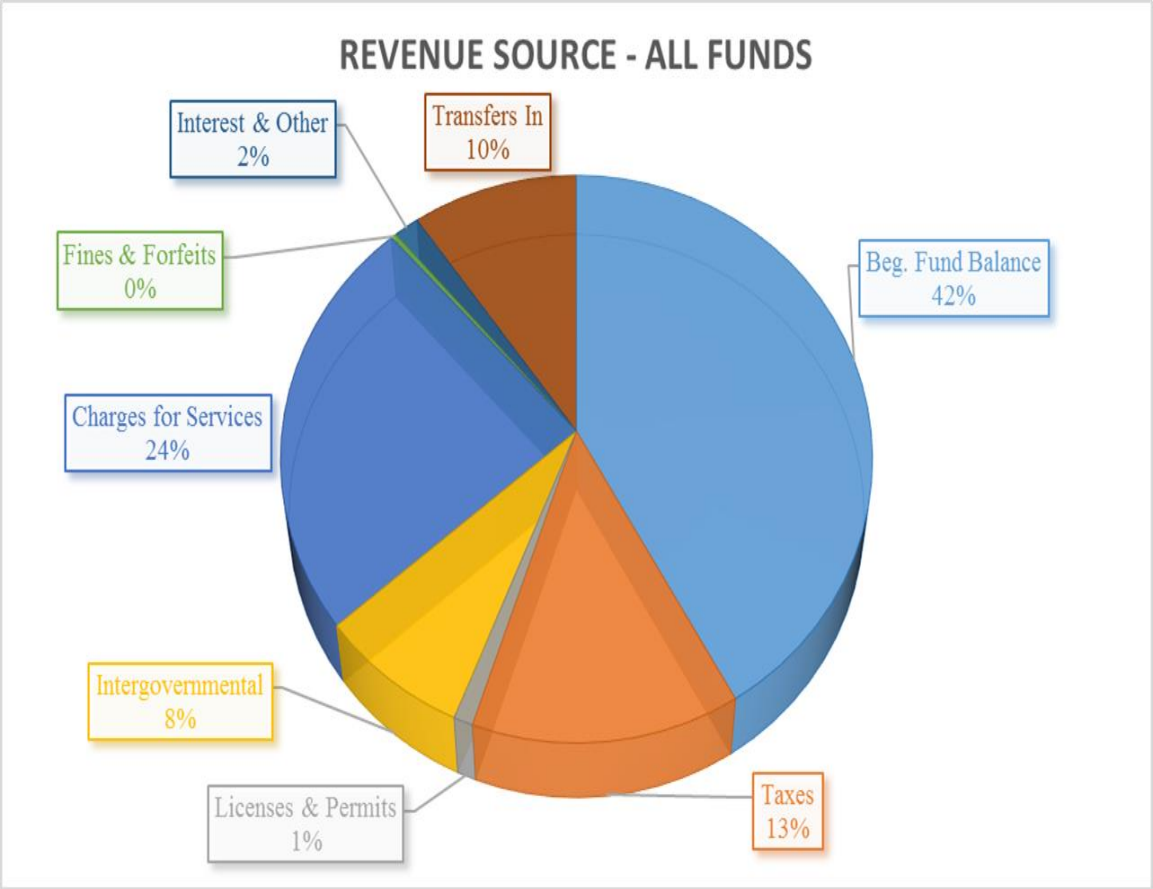
Smarter

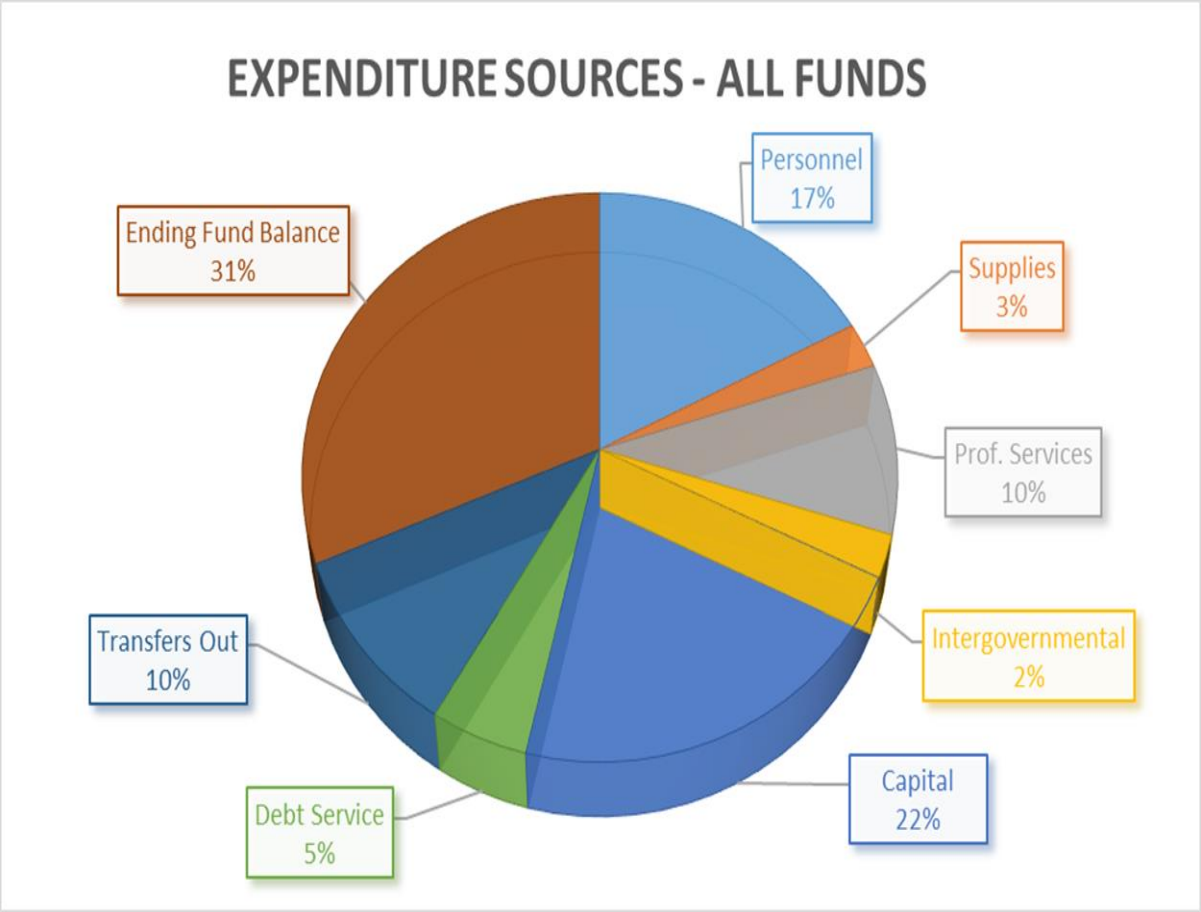
- Evaluate enterprise resource program (ERP)
- Implement electronic document records management
- Fund pavement preservation program
- Replace obsolete water and sewer lines
- Replace and rehab park structures and fields

Strategic

- Adopt Lake Tye and Cadman Site Master Plans
- Redesign Blueberry Lane/Kelsey Street intersection
- Design Tjerne Place Phase III (Woods Crk to Old Owen Rd)
- Design 191st Street extension to Chain Lake Road

Total Budget - $89,797,561 (p. 10)





Highlights

• No increase in property taxes (bank unused capacity)		pg. 20
• Continued support to Dwntwn Monroe Assoc.	$25K	pg. 29
• Continued support to the Monroe Sr. Center	$15K	pg. 29
• One new Police Officer		pg. 36
• Support to the YMCA	$50K	pg. 46
• Reserves meet policy goals (fully funded)		pg. 57
• Lodging tax for tourism programs/events/promotion	$36K	pg. 64
• Support to the Monroe Chamber of Commerce	$62.6K	pg. 64
• One new Maintenance Worker for Stormwater Utility		pg. 91

Highlights
Park Capital Improvements

Description	Budget	Page
Power install Lake Tye Shelter #2 & performance stage	$45,000	76
Wiggly Field fencing replacement/enhancement	$9,000	76
Design for Lake Tye synthetic turf field upgrades	$70,000	76
Replace aging Sky River Park play equipment	$350,000	76

Highlights
Public Works Capital Improvements

Description	Budget	Page
Design for 191st Ave. extension	**$245,000**	**78**
Phase IIA of Chain Lake Road sidewalks	**$750,000**	**78**
Blueberry Lane & N. Kelsey intersection improvements	**$450,000**	**78**
TBD/TIB supported road preservation/overlay projects	**$1,323,000**	**78**
179th Avenue sidewalk extension	**$30,000**	**78**
147th Street/179th Avenue Signal	**110,000**	**78**
Tjerne Place Phase III (Woods Creek to Old Owen Rd)	**1,950,000**	**78**
Utility improvement projects	**6,609,000**	**85/89/93**

Highlights

Facility Capital Improvements

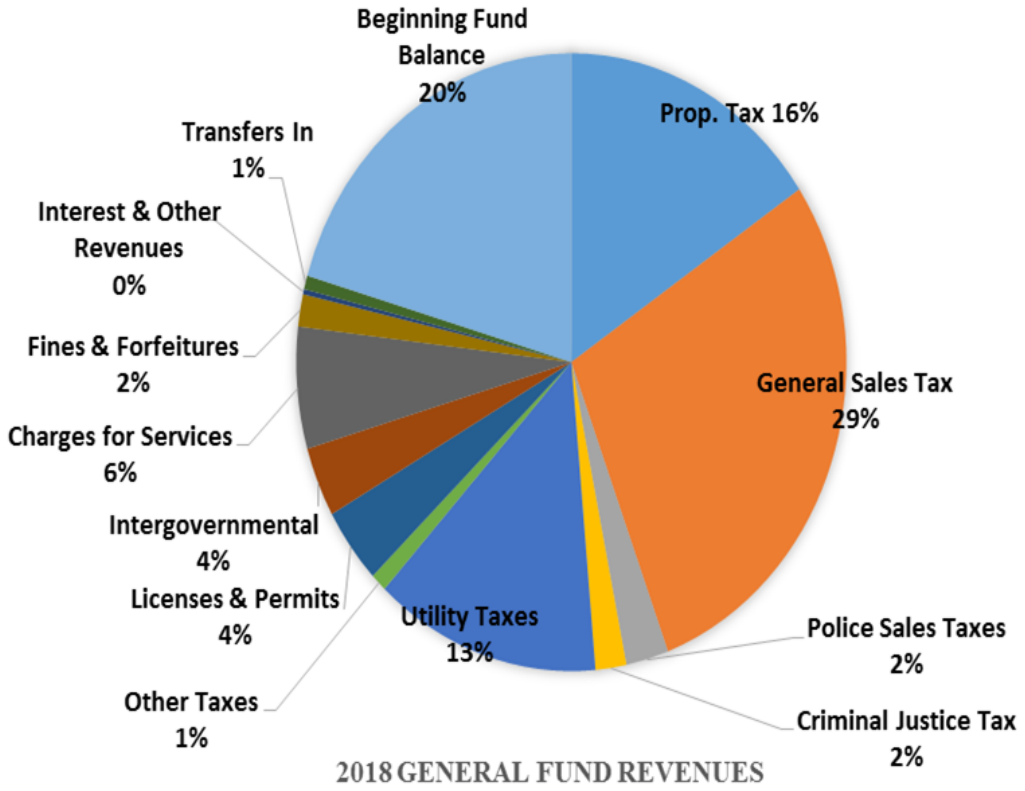
Description	Budget	Page
Police Interview Room recorders	**30,000**	**36**
Police LCR drug testing instrument	**7,500**	**66**
Public Works Shop – bond supported	**4,250,000**	**74**
Enterprise Resource Platform project assistance	**$50,00**	**99**
Electronic Data Management System	**$10,000**	**99**

Assumptions

- Population increased 1.26% (from 18,120 to 18,350)
- CPI – 3%
- IPD – 1.55%
- 200 new housing starts
- Water rate increase 7.5% per rate study
- Stormwater rate increase 4.0% per rate study
- No Sewer rate increase per rate study
- No property tax increase, except new construction
- Preliminary assessed value for new construction - $74.856M

General Fund Revenues p. 19

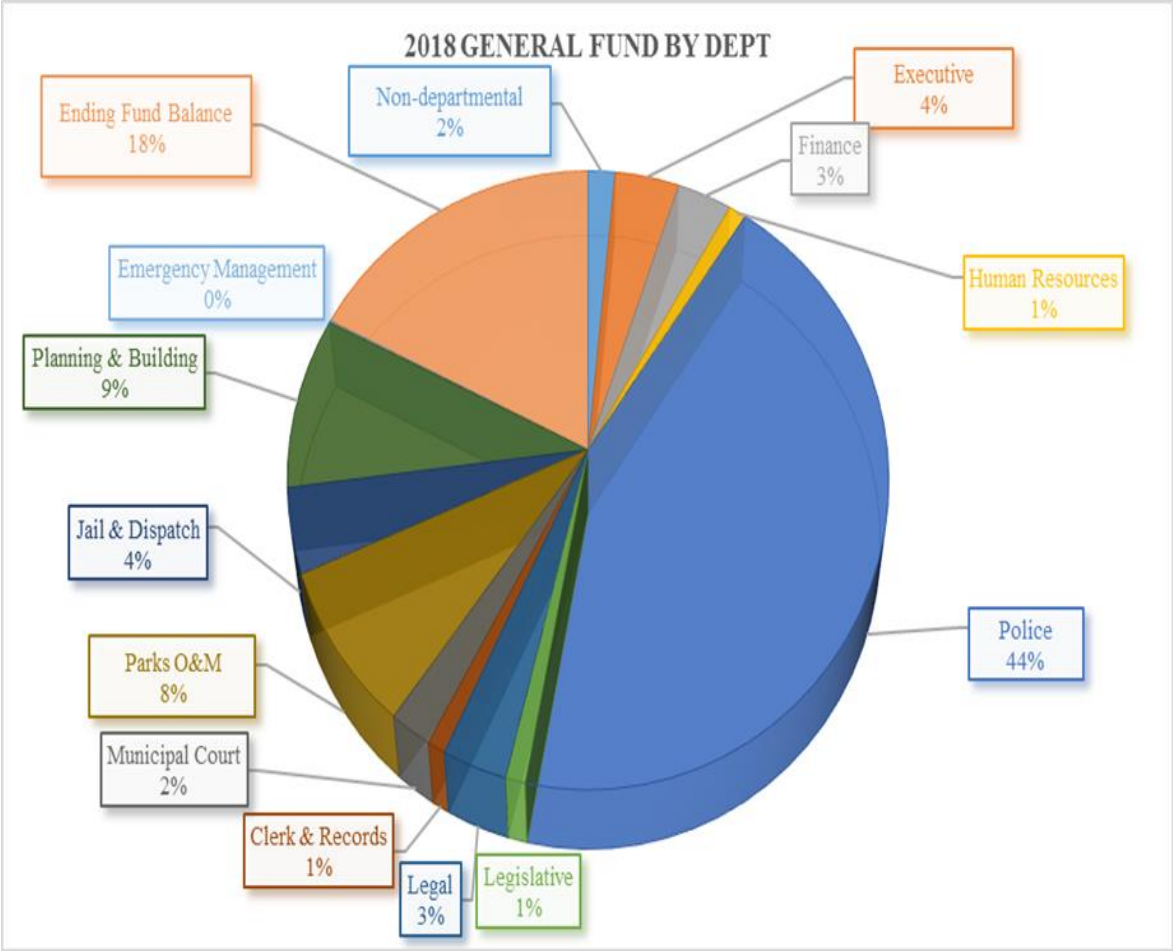
General Fund - Revenues						
	Actual	Actual	Actual	Actual	Budget	Proposed
	2013	2014	2015	2016	2017	2018
Taxes	$ 7,789,962	$ 8,268,294	$ 8,963,607	$ 9,374,990	$10,419,570	$10,749,769
Licenses & Permits	402,246	336,881	481,275	837,034	479,200	680,200
Intergovernmental	558,085	541,453	560,852	622,953	592,738	626,885
Charges for Services	1,018,972	1,028,118	961,614	1,349,352	973,615	1,089,651
Fines & Forfeitures	802,130	269,556	273,849	295,620	319,350	287,500
Interest & Other Rev	108,493	69,147	58,811	52,025	44,833	47,079
Transfers In	866,864	371,699	289,328	100,000	450,743	122,351
Beginning Fund Balance	2,766,559	4,299,436	2,933,802	2,943,177	3,383,932	3,891,951
Total	$14,313,312	$15,184,585	$14,523,138	$15,575,152	$16,663,981	$17,495,386

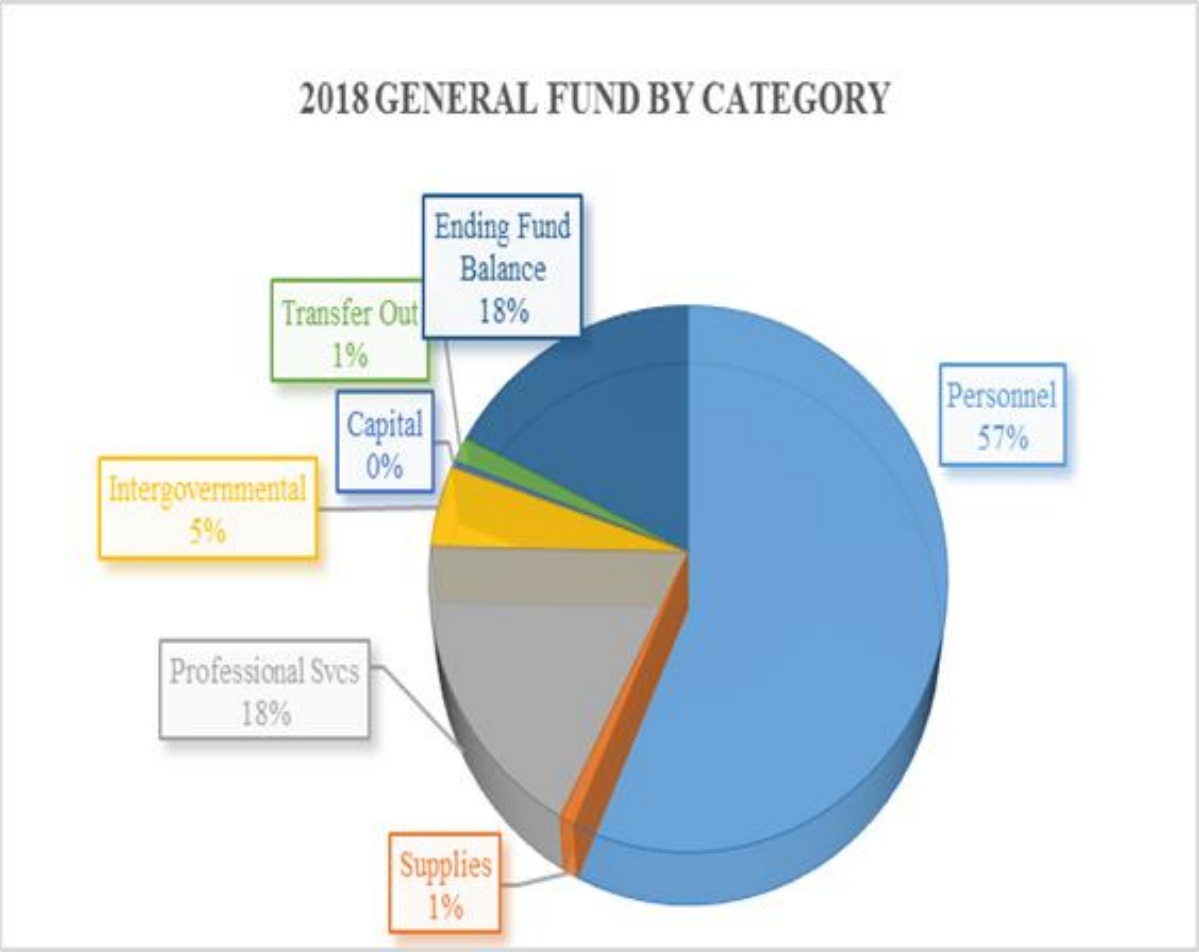


General Fund Expenditures p. 25

General Fund						
	Actual 2013	Actual 2014	Actual 2015	Actual 2016	Budget 2017	Proposed 2018
Non-departmental	$ -	$ 959,747	$ 284,669	$ 154,956	$ 259,292	$ 278,739
Executive (formerly Admin)	516,793	532,861	438,863	469,070	633,681	661,311
Finance	439,055	506,673	481,129	527,389	708,683	563,448
Human Resources	136,481	144,527	136,816	147,637	167,862	176,448
Police	5,818,430	5,874,361	6,291,627	6,747,024	7,184,885	7,600,512
Legislative	105,718	106,597	119,609	193,052	194,349	169,576
Legal	136,798	188,345	163,980	191,733	170,000	558,000
Clerk & Records	173,027	285,905	375,380	395,163	279,941	157,624
Municipal Court	-	68,070	309,342	326,001	352,423	367,803
Parks O&M	1,061,550	1,228,390	1,023,227	1,129,368	1,389,904	1,469,750
Jail & Dispatch	640,092	635,464	634,165	841,198	818,976	776,651
Planning & Building	729,587	1,224,649	1,199,678	1,064,243	1,551,336	1,589,614
Emergency Management	111,062	130,888	94,535	22,400	24,959	18,210
Ending Fund Balance	4,299,436	2,933,802	2,943,177	3,383,932	2,927,690	3,107,700
Total	$ 14,168,030	$ 14,820,278	$ 14,496,197	$ 15,593,166	$ 16,663,981	$ 17,495,386

General Fund Expenditures





Executive p.29

- Support Economic Development Advisory Board
- Develop economic development action plan & funding priorities
- Recommend Long-term funding strategies for parks and street operations.
- Develop Alternatives for council and court facilities
- Market and sell N. Kelsey properties
- Fund the 2020 bond payment for N. Kelsey properties
- Support strategic plan for the municipal court in 2019
- Seek grants to acquire land for parks and open space
- Advance 2018 legislative priorities

Finance p. 32

- Begin analysis for an organizational wide IT platform (ERP).
- Review the City's investment policy, surplus property policy
- Create a City debt policy.
- Recommend strategies to support Parks and Street operations.
- Market and expand passport services program.
- Continue to expand the City's budget document information.

Human Resources p. 34

- Establish Labor-Management Committee to review positions covered in Collective Bargaining Agreements.
- Develop Succession Plans for Community Development and Public Works.
- Personnel Policy Updates

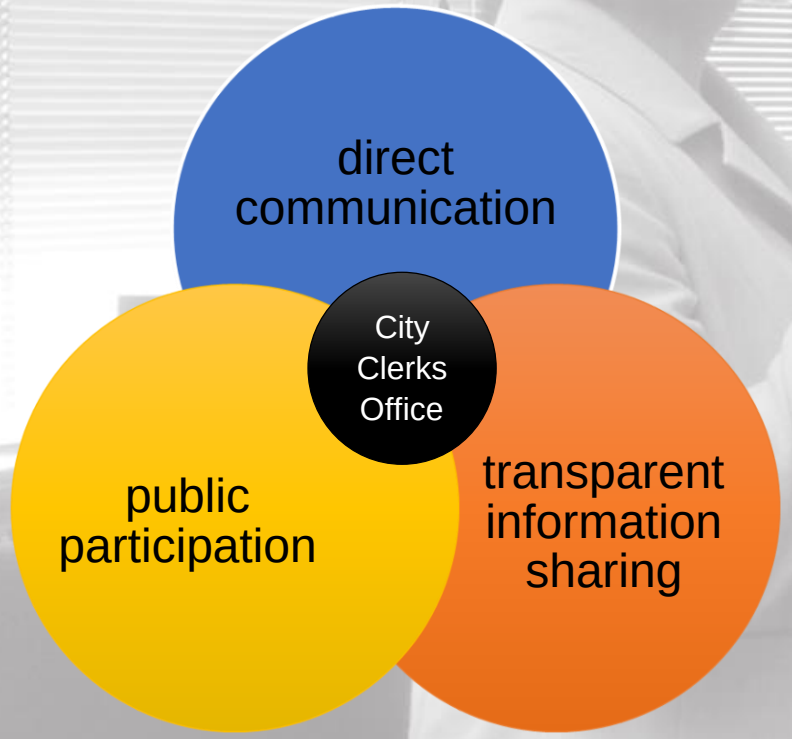
Police p. 36

- Hire one officer increasing the officers assigned to the Pro-active Enforcement unit
- Reorganization of existing police personnel to create the Administrative Sergeant position.
  - Continue the Community Outreach Team with embedded social worker
  - Oversee Community Service Officer
  - Oversee the Student Resource Officer at the High School
  - Administrative duties as assigned by Deputy Chief

Legislative (Council) p. 38

- Adopt and fund economic development action plan
- Adopt Lake Tye/Cadman Master plans
- Adopt Uniform Development Code
- Update the City's PRA policies
- Purchase document records management system
- Update investment, surplus property and debt policies
- Adopt a plan to fund 2020 bond payment for N. Kelsey
- Update building and land use fees
- Evaluate funding strategies for park and street operations
- Evaluate alternatives for council chambers and courtroom facilities

City Clerk & Records p. 42



Administrative and Legislative Support

- statutory requirements
- legal noticing requirements
- agenda publication
- code updates (UDR Project -- $7,500)

Public Records Access and Management

- internet document archive expansion
- electronic document management system ($10,000)
- records retention - digitization/microfilming/archiving
- public disclosure policy & procedures update

Indigenous Defense Services

- conduct public defender audit
- 2019 RFP and selection process

Municipal Court p. 44

- **Evaluate a strategic plan for the City's municipal court**

Parks Operations & Maintenance

p. 46

- Maintenance emphasis on unmarked trails in city parks
- Work with PD to identify and resolve unlawful encampments
- Partner with SnoCo Tourism, Sports Commission, Monroe Chamber, DMA & Monroe Arts
- Participate in Snohomish County Regional Water Trail Coalition and Sky Valley Recreation Group
- Implement new use policy and support services for mobile stage
- Expand design, print & dist. of destination event brochures
- Administer process to select and install new public art
- Support for Community Keys Arts Initiative

Parks CIP p. 76

Description	Phase	2018 Budget
Complete master planning of Cadman Site & Lake Tye Park underway; Adoption 1/18	Master Plan	$110K
Design synthetic turf fields upgrade – Lake Tye Park Seek construction funding	Design/ Construction	$70K
Permanent electrical installation for Lake Tye shelter #2 and performance stage area	Construction	$45K
Renovate natural grass athletic fields – Sky River Park, Lake Tye Park	Renovation	$70K
Replace/enhance fencing and gates at Wiggly Field Dog Park	Replace/Enhance	$9K
Sky River Park Playground – facility upgrade impact similar to Lake Tye	Renovate/ Upgrade	$350K

Community Development (Planning & Building) p. 52

- Issue ~200 single family permits
- Develop a succession plan for staffing
- Archive records
- Growth Management Act
  - Amend existing development regulations
  - Create Unified Development Code
  - Annual Comprehensive Plan Update
- Shoreline Management Act
  - Shoreline Master Program Update mandated by Dept. of Ecology
  - Associated code amendments

Emergency Management

pgs. 54, 83, 87, & 91

- **Program spans four funds:**
  - **General Fund 001**
  - **Water O&M Fund 411**
  - **Sewer O&M Fund 421**
  - **Stormwater Fund 431**
- **Update Emergency Plans**
- **New Monroe Coordination Center in PW Shop**

Other General Fund Cost Centers

Non-departmental p. 27

- Houses General Fund transfers
  - $170K to N. Kelsey Fund
  - $108,739 to Sick Leave Reserve

Legal p. 40

- Houses all legal costs associated with various City programs
- Includes general, land use counsel, court prosecution, and indigent counsel
- All legal costs now housed in one cost center

Jail & Dispatch p. 50

- Houses jail costs associated with our Police and Court programs
- Accounts for emergency services dispatch

Contingency Fund p. 57

- Target balance is $846,637
  - Based on preliminary City assessed valuation
  - Determined by Snohomish County
- Target balance is capped by RCW 35A.33.145

Donations p. 59

Holds private donations to City programs such as

- **Community Egg Hunt**
- **flower basket program**
- **police K-9 operations**
- **Movies Under the Moon**

If you are interested in making a donation to the City, feel free to contact City Hall at 360-794-7400 and contact your tax advisor as your donation may be tax deductible.

Streets

Fund 105 O&M p. 62

- Pothole repairs & Patching
- Sidewalk repairs
- Pavement markings

Fund 318 Capital p. 78

- Railroad pedestrian xing
- Street preservation
- 191st Ave Extension
- Blueberry/Kelsey Imp.
- Tjerne Place Extension

Lodging Tax p. 64

12 projects approved for funding totaling $98,673

Full listing of recommended projects/events may be found at www.monroewa.gov

Go to Government, Boards & Commissions, Lodging Tax Advisory Committee, 2018 Funding Request Matrix

Narcotics p. 66

- Revenues derived from drug enforcement efforts
- Restricted to drug enforcement program and support
- Capital purchase – LCR drug testing instrument ($7,500)

Real Estate Excise Taxes p. 68

- City collects both quarter percents as allowed by law
- Used for capital projects and capital related debt service
  - $137,870 transfer to Debt Service p. 71
  - $223,523 transfer to Street CIP Fund p. 78
  - $89,000 transfer to Parks CIP Fund p. 76

Debt Service p. 71

- Long term debt associated with general fund type capital projects (tax supported)
- Two debt service bonds
  - N. Kelsey property
  - General Fund portion of the Public Works Shop project (remainder paid from utility revenues)

General CIP p. 74

- Accounts for capital not associated with parks, streets, N. Kelsey, or utilities
- Currently one capital project – Public Works Shop $4.25 million bond

North Kelsey p. 80

- Accounts for costs associated with City owned property on N. Kelsey
  - $1.8 million bond payment in 2018
- Costs include marketing, development, and debt service transferred to the debt service fund

Water Utility

Fund 411 O&M p. 83

- Routine operations and maintenance of water system
  - 138 miles of water main
  - 1760 isolation valves
  - 1145 fire hydrants
- Revenues over expenses above reserve transferred to capital
  - $3,107,511 in 2018 for future capital projects

Fund 412 CIP p. 85

- Water main replacements $1,895,000
- Pumps, meters, emergency management, etc. $85,000

Sewer Utility

Fund 421 O&M p. 87

- **Routine operations and maintenance of sewer system**
  - **~60 miles of sewer main**
  - **1140 manholes**
- **Revenues over expenses above reserves transferred to capital**
  - **$2,529,340 for 2018**

Fund 422 CIP p. 89

- **sewer replacements** **$438,700**
- **WWTP upgrades/repairs** **$3,685,000**

Stormwater Utility

Fund 431 O&M p. 91

- **Includes one new maintenance worker**
- **Routine operations and maintenance of stormwater system**
  - **2060 catch basins,**
  - **water quality filters**
  - **flow control structures, culverts, ponds, biological treatment installations, and open ditches**

Fund 432 CIP p. 93

- **O&M revenues over reserve transferred into the CIP fund**
  - **$266,628 in 2018, this amount is**
- **Capital Projects** **$590,000**
  - **Dickinson Rd,**
  - **Lake Tye Bioswale**
  - **Blueberry Lane**

Revenue Bond Reserve p. 95

- Required by various revenue bond covenants
- Holds 1.25 times our annual revenue debt service needs

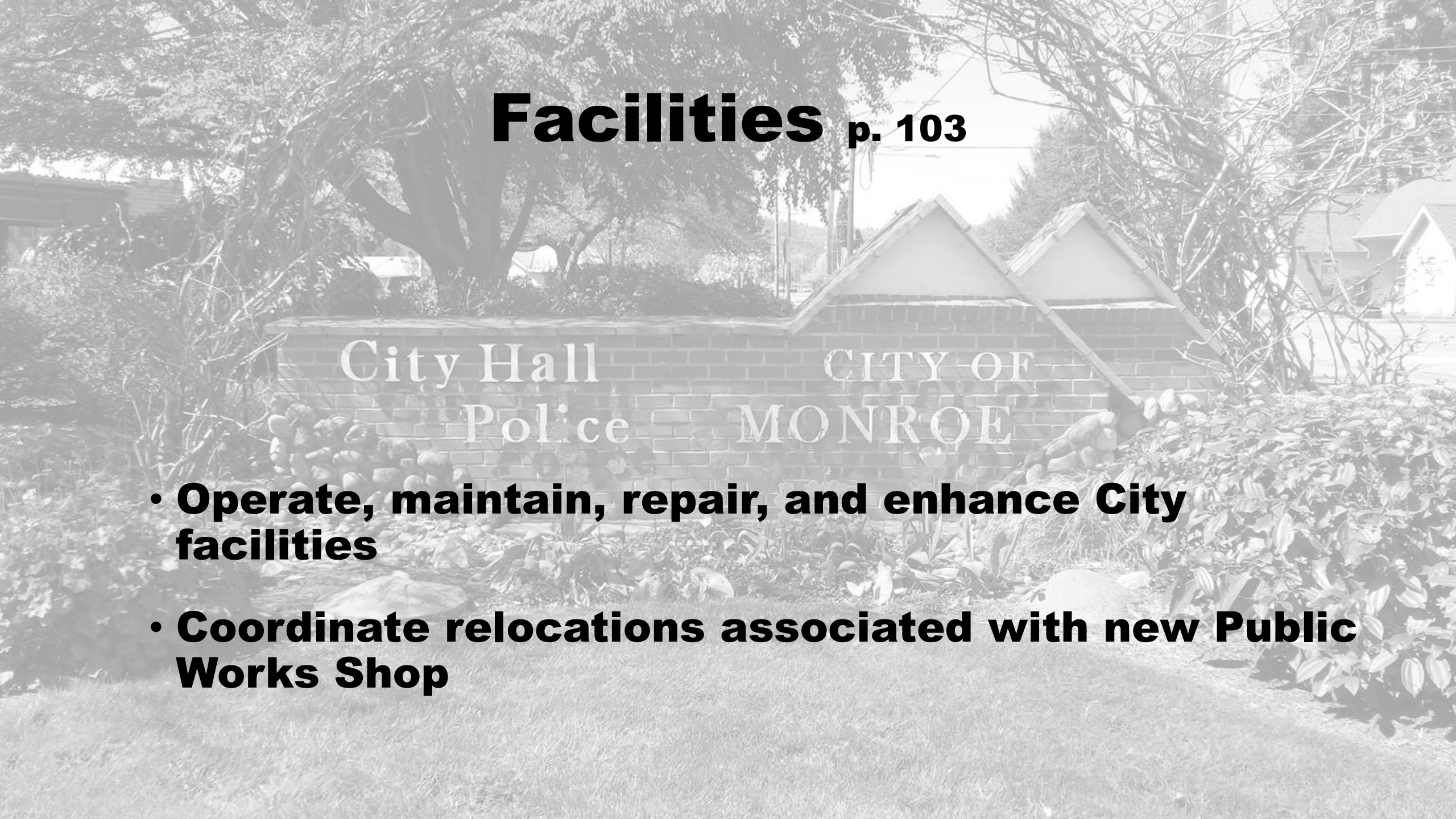
Information Technology p. 99

- Electronic Document Management system
- Campus Wi-Fi
- Exchange migration/upgrade
- Upgrade Windows Active Directory

Fleet & Equipment p. 101

- Maintenance and operations of fleet and equipment
- Manages approximately 230 vehicles and pieces of equipment
- Replacements done per established policies and schedules

Facilities p. 103



- **Operate, maintain, repair, and enhance City facilities**
- **Coordinate relocations associated with new Public Works Shop**